

September 2009

## **To Parents/Guardians of Yr 10 Pupils**

Dear Parent/Guardian

### **Year 10 Work Experience**

Arrangements are being made for your child to participate in our school-based work experience scheme, organised in accordance with the Education (Work Experience) Act 1973. This will take place during our annual enrichment week beginning 5 July 2010.

Work experience for school students is an educational activity, which increases their awareness of the world of work. It is a very effective and practical way of giving young people economic and industrial understanding.

#### **The aims of Work Experience are:**

- a) to ensure that young people are well prepared for the adult working environment
- b) to help young people understand the skills and personal qualities which employers expect of them
- c) to help young people extend their personal and social skills and develop self-confidence

Work Experience at this school consists of a 3 stage programme. The central element is a structured placement with an employer, lasting one week. During this time pupils observe and participate in real work activities, the results of which they record in a diary. In school, before the placement, pupils prepare for the experience by thinking about issues such as personal qualities and health and safety in relation to the world of work. Their work in school following the placements helps them to consolidate what they have learned and to share experiences and knowledge with classmates.

#### **Pupils gain:**

- a) an understanding of the skills and attitudes needed to survive in the world of work
- b) better motivation to acquire skills and qualifications for adult life
- c) an increased appreciation of industry and its role in the community, and of the structure of business
- d) an introduction to safe working practices
- e) an opportunity to test their skills and attitudes and their adaptability to the pressures of a real working environment
- f) experience of what it is like to work as part of a team
- g) increased knowledge of career areas in which they might be interested
- h) a broader outlook, by investigating an area which they may not have previously considered
- i) the opportunity to learn for themselves how to handle a working environment – what to do and how to behave

## Conditions:

### The work

1. The pupil will carry out meaningful tasks during the time of the placement. A responsible person will plan the work and the person will be supervised when using machinery/equipment
2. The employer will ensure that the pupil is not asked to operate hazardous machinery or to undertake any task, which might reasonably be supposed to be objectionable
3. The work of necessity will be of a junior nature and does not constitute training, nor will it necessarily be vocational

### Guidelines

1. The pupils must accept all rules governing Health and Safety at the placement
2. The pupil must respect employer's confidentiality
3. The parents will undertake responsibility to ensure that the pupil fulfils his/her obligations
4. The parents must inform the school of any health condition which may cause hazard to either the employer or the employee
5. The employer must be insured for accident or injury to the pupil caused by negligence by the employer or employee
6. The Local Education Authority is insured by a Personal Accident Policy to cover injury to the pupil during the course of the placement
7. The employer must be notified without delay if the pupil is going to be absent
8. The pupil must be given access to First Aid facilities
9. The pupil must return to school if problems arise at the placement which cannot be overcome

Pupils are expected to find their own placements, preferably **NOT** with members of their own family by 18 December 2009. It is advisable to find placements as soon as possible, especially if placements are wanted in areas such as animal work, art and design etc. The school has a number of contacts, and can help if there are problems. When your child has found a placement, they should complete the attached Trident Insurance Form, or download the form from the school website. ***The form must be returned to the KS4 office.***

Yours sincerely

David Clarke  
Head of KS4